

**Ms. Susan Watson**

## **NOTEBOOKS**

### **Objective:**

Notebooks provide for the development of organizational skills and give a resource for test and exam materials.

### **Materials:**

The Notebook is to be a three prong duo tang folder with NO pockets. It is to be a solid color, but may be either card stock or plastic. Plastic is preferred as it wears better.

Wide ruled loose-leaf paper is to be used. Do not use college ruled or spiral bound.

Section dividers are required. These may be creatively constructed or purchased. Correct spelling is expected on section dividers. NO pocket dividers.

### **Construction:**

The Notebook is to be constructed in the following manner. Order of construction is a part of the notebook grade.

All classes except Geometry:

- \* Cover page (inside the notebook)
- \* Notes
- \* Handouts
- \* Homework
- \* Quizzes
- \* Tests

Geometry classes:

- \* Cover page (inside)
- \* Definitions and Diagrams
- \* Postulates, Theorems, and Corrolaries
- \* Quizzes and Tests

### **Grading:**

Notebooks will be graded in accordance with the guidelines presented herein. Points will be deducted for sloppy or disorganized construction and tardiness. Please see grading sheet attached.

Notebooks will count as 10% of the quarter grade. Notebooks will be due at the BEGINNING of the class period on the assigned due date. Ten points will be deducted

from the possible grade per each day late up to two days. Notebooks will NOT be accepted after this point in time.